



TLU Evaluator Checklist

[] SP-I/LE
[] SP-II, year 1-4
[] SP-II, year 5

MAF Teacher: **Program:** **County:**

☐ Agreement Conference (mentor coordinates conference; however evaluator is encouraged to attend the agreement conference with the teacher, mentor, site administrator, MAF Contractor when schedules permit.

For SPII Teacher: evaluator coordinates the conference with teacher and site administrator)

Date: **Time:**

Participants:

☐ 1st Observation [rubric] **on or before October 15th**

☐ Pre-Conference ☐ Phone ☐ Face-to-Face ☐ Other

Date: Length of time:

☐ Classroom Observation Date: Length of time:

☐ Post-Conference Date: Length of time:

Participants:

☐ *Original Documents Submitted to OEL (including [pre-](#) and [post conference](#) forms, and [Rubric](#) -blue)

Date Submitted:

☐ 2nd Observation [rubric] **on or before December 15th**

☐ Pre-Conference ☐ Phone ☐ Face-to-Face ☐ Other

Date: Length of time:

☐ Classroom Observation Date: Length of time:

☐ Post-Conference Date: Length of time:

Participants:

☐ *Original Documents Submitted to OEL (including [pre-](#) and [post conference](#) forms, and [Rubric](#) - red)

Date Submitted:

☐ 3rd Observation [rubric] **on or before February 15th**

☐ Pre-Conference ☐ Phone ☐ Face-to-Face ☐ Other

Date: Length of time:

☐ Classroom Observation Date: Length of time:

☐ Post-Conference Date: Length of time:

Participants:

☐ *Original Documents Submitted to OEL (including [pre-](#) and [post conference](#) forms, and [Rubric](#) - green)

Date Submitted:

☐ 4th Observation/Summative Evaluation [rubric and Teacher Summary Rating Form] **on or before May 15th**

☐ Review of previous observations (rubric(s), evidences, and conference notes)

☐ Pre-Conference ☐ Phone ☐ Face-to-Face ☐ Other

Date: Length of time:

☐ Classroom Observation Date: Length of time:

☐ Post-Conference Date: Length of time:

Participants:

☐ *Original Documents Submitted to OEL (including [pre-](#) and [post conference](#) forms, [Rubric](#) - black, [Record of Teacher Evaluation Activities](#) and [Teacher Summary Rating Form](#))

Date Submitted:

* See [Phases of the Evaluation Process](#) document for requirements of submitting documentation to the TLU office.